

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, May 6, 2024 7:30pm

1. Call to order:
Plan Commission Chair David Huenink called the meeting to order at 7:30pm.
2. Pledge of Allegiance:
Chair David Huenink led the attendees in the Pledge of Allegiance.
3. Certify that the requirements of the Wisconsin Open Meetings law have been met:
Plan Commission Clerk Janelle Kaiser certified that the requirements of the Wisconsin Open Meeting Law had been met. The agenda for this meeting was posted at the Holland Town Hall and on the Town's website. A public hearing notice was published in the Sheboygan Press on April 22, 2024 and April 29, 2024.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: Chair David Huenink, Jack Stokdyk, Bryan Kaiser, Roy Teunissen, Matthew Teunissen, and Craig Droppers.
Absentee(s): David Mueller and Brody Stapel.
Signed-In Attendees: Gloria Teunissen, Warren Luedke, Bill Depies, Bonnie Depies, Tyler Biederwolf, Kurt Kraus, Scott Albrecht, Margaret Albrecht, Luke Kaat, Abby Kaat, and Ross Kaat.
Other Attendees: Janelle Kaiser (Clerk-Treasurer and Zoning Administrator) and Thomas Huenink (Building Inspector).
6. Adopt agenda as official order of business:
Motion by Bryan Kaiser, seconded by Roy Teunissen, to adopt the agenda for the May 6, 2024 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:
No new information to report.
8. Review/approve minutes of previous meeting(s):
Motion by Roy Teunissen, seconded by Bryan Kaiser, to approve the minutes from the April 3, 2024 Plan Commission meeting as presented during the May 6, 2024 Plan Commission meeting; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
Chair Huenink reported that the Holland Town Board accepted the recommendation of the Holland Plan Commission and approved a request for a minor land division and rezoning for Thomas and Janet McMullen at N2050 County Road GW at their April 8, 2024 board meeting, contingent upon the Plan Commission's approval of a Town agreement for a temporary permit to allow an accessory building on a parcel without a dwelling present.
10. Building inspector items:
 - a. Review/approve building permits report:
Motion by Jack Stokdyk, seconded by Bryan Kaiser, to approve the April 2024 building inspection report submitted by Tom Huenink; the motion carried by unanimous voice vote.

- b. Review/approve building permit requests needing Plan Commission review:
None.
- c. Discuss follow-up items:
None.

11. Public input:

- a. Chair Huenink announced that the Town Recycling Center will run on a summer schedule from May 1st through Labor Day 2024. The Recycling Center will be open on Wednesdays from 4-7pm and Saturdays from 8am-1pm.
- b. Robert Gauger contacted Janelle Kaiser to inquire about a rezoning and conditional use permit request. The property is located on County Road D (parcel 59006066490, 16.687 acres, zoned A-5). Robert would like to rezone a portion of the parcel from A-5 to B-1 and request a conditional use permit (CUP) for a trucking business, construct an approximately 6,000 square-foot building on the proposed B-1 portion to be used by the trucking business, and retain A-5 zoning with adequate road frontage to allow for the future potential of building a dwelling near the pond on the parcel. The Plan Commission acknowledged that an application for a rezoning and a CUP to conduct the trucking business use on the parcel would be required for this proposal.
- c. Brett and Melissa Gramlow contacted Janelle Kaiser to propose a minor land division at N1477 County Road CC (parcel 59006065041, 10.00 acres, zoned A-5). They would like to construct a single-family dwelling following the proposed minor land division. The Plan Commission acknowledged that there is enough land and road frontage to create another parcel zoned A-5, however, there are some potential hurdles as it pertains to access due to the wetland area on the parcel, depending on the proposed building site. One option may be to build the proposed dwelling to the east of the existing driveway. Possible limitations could include adequate space for the septic system (and required setbacks) and the dwelling. Another option might be to build on the tilled land towards the back of the parcel, however, access may have to occur via the southwest corner of the property, unless a delineation is possible via the Wisconsin Department of Natural Resources, and road frontage requirements may not be able to be met. This option may require a flag lot request.
- d. Warren Luedke was present on behalf of the owners of N233 County Road LL (parcel 59006070180, zoned A-1, 38.25 acres) to discuss a potential minor land division and rezonings. One of the property owner's goals is to clean up the property so that it can be sold; prior to the sale, they would like to divide the parcel via minor land division so that each existing dwelling sits on its own ~3.00-acre parcel. Existing dwellings on the parcel include one single-family dwelling and one two-family dwelling. They have proposed to merge the remainder of N233 County Road LL to parcel 59006070190 (zoned A-1, 19.49 acres). The Plan Commission acknowledged that a request for a minor land division, rezoning from A-1 to A-1-S for both proposed parcels for the existing dwellings to include a minimum of 3.00-acres, and rezoning of the required amount of land from A-1 to A-PR to satisfy housing density requirements would be appropriate for this proposal.

12. Public hearings for:

- a. A request by Joel Accathara of Cedar Grove Oasis Holdings LLC for a rezoning:
Chair David Huenink called the public hearing for Joel Accathara to order at 7:51pm. . The

subject property is located at N919 Sauk Trail Road (parcel 59006076432, 0.90 acres, zoned R-1). The request is to rezone approximately 0.526 acres from R-1 to B-1 as shown on the certified survey map submitted with the application. Chair Huenink asked for comments from the public or the Plan Commission. There were no comments. Motion by Roy Teunissen, seconded by Jack Stokdyk, to close the public hearing for Joel Accathara of Cedar Grove Oasis Holdings LLC at 7:53pm; the motion carried by unanimous voice vote.

- b. A request by Mark DeMaster for rezonings:
Chair David Huenink called the public hearing for Mark DeMaster to order at 7:53pm. The subject properties are located at Hawe Road (parcel 59006076450, 8.44 acres, zoned A-3, and parcel 59006076380, 12.08 acres, zoned A-3). The request is to rezone both parcels from A-3 to A-5. Chair Huenink asked for comments from the public or the Plan Commission. There were no comments.
Motion by Jack Stokdyk, seconded by Roy Teunissen, to close the public hearing for Mark DeMaster at 7:54pm; the motion carried by unanimous voice vote.
- c. A request by Tyler Biederwolf for a minor land division and conditional use permit:
Chair David Huenink called the public hearing for Tyler Biederwolf to order at 7:54pm. The subject property is located at W2701 Smies Road (parcel 59006066290, 13.30 acres, zoned A-2). The request is to divide 5.00 acres from the parcel and for a CUP to construct a single-family residence on the proposed 5.00-acre parcel. Chair Huenink asked for comments from the public or the Plan Commission. There were no comments.
Motion by Roy Teunissen, seconded by Bryan Kaiser, to close the public hearing for Tyler Biederwolf at 7:55pm; the motion carried by unanimous voice vote.
- d. A request by Jon Voskuil for a rezoning and conditional use permit:
Chair David Huenink called the public hearing for Jon Voskuil to order at 7:56pm. The subject property is located at N735 County Road LL (parcel 59006066883, 5.00 acres, zoned A-5). The request is to rezone 1.73 acres from A-5 to B-1 and for a CUP to operate a repair services business. Chair Huenink asked for comments from the public or the Plan Commission. There were no comments.
Motion by Roy Teunissen, seconded by Jack Stokdyk, to close the public hearing for Jon Voskuil at 7:56pm; the motion carried by unanimous voice vote.
- e. A request by Kevin Claerbaut of CG Services and Holland Landscape Supply for a conditional use permit amendment:
Chair David Huenink called the public hearing for Kevin Claerbaut to order at 7:56pm. The subject properties are located at W1901 Smies Road (parcel 59006076210, 3.38 acres, zoned B-1) and Smies Road (parcel 59006076292, 2.32 acres, zoned B-1). The amendment request is to revise the operation and site plans and to allow retail sales. Chair Huenink asked for comments from the public or the Plan Commission. There were no comments.
Motion by Jack Stokdyk, seconded by Roy Teunissen, to close the public hearing for Kevin Claerbaut at 7:57pm; the motion carried by unanimous voice vote.
- f. A request by Thomas and Jody Kaat for a minor land division and rezonings:
Chair David Huenink called the public hearing for Thomas and Jody Kaat to order at 7:58pm. The subject properties are located at N754 County Road KW (parcel 59006067361, 3.00 acres, zoned A-5), County Road KW (parcel 59006067365, 34.24 acres, zoned A-1), and parcel 59006067180 (40.00 acres, zoned A-1). Chair Huenink

asked for comments from the public or the Plan Commission. There were no comments.
Motion by Roy Teunissen, seconded by Bryan Kaiser, to close the public hearing for Thomas and Jody Kaat at 8:00pm; the motion carried by unanimous voice vote.

- g. Public hearing for a request by Kurt and Carrie Kraus for a minor land division and rezonings:

Chair David Huenink called the public hearing for Kurt and Carrie Kraus to order at 8:00pm. The subject properties are located at N734 County Road KW (parcel 59006067364, 3.00 acres, zoned A-5), County Road KW (parcel 59006067365, 34.24 acres, zoned A-1), and parcel 59006067180 (40.00 acres, zoned A-1). Chair Huenink asked for comments from the public or the Plan Commission. There were no comments.

Motion by Jack Stokdyk, seconded by Roy Teunissen, to close the public hearing for Kurt and Carrie Kraus at 8:01pm; the motion carried by unanimous voice vote.

- 13. Request by Joel Accathara of Cedar Grove Oasis Holdings LLC for a rezoning:

Motion by Jack Stokdyk, seconded by Bryan Kaiser, to recommend that the Holland Town Board approve the request by Joel Accathara of Cedar Grove Oasis Holdings LLC for a rezoning of approximately 0.526 acres from R-1 to B-1 as shown on the certified survey map submitted with the application, contingent upon:

- a. Receipt of a signed and recordable certified survey map that matches the draft map submitted with the application.
- b. Approval of the rezoning request is contingent upon Holland Town Board and Village of Cedar Grove approval of the certified survey map submitted with the application, and upon that certified survey map being approved and executed by Sheboygan County.

The motion carried by unanimous roll call vote. Matt Teunissen: Y; Roy Teunissen: Y; David Huenink: Y; Bryan Kaiser: Y; Craig Droppers: Y; Jack Stokdyk: Y.

- 14. Request by Mark DeMaster for rezonings:

Motion by Jack Stokdyk, seconded by Bryan Kaiser, to recommend that the Holland Town Board approve the request by Mark DeMaster to rezone parcel 59006076450 and 59006076380 from A-3 to A-5. The motion carried by unanimous roll call vote.

- 15. Request by Tyler Biederwolf for a minor land division and conditional use permit:

Motion by Jack Stokdyk, seconded by Roy Teunissen to recommend that the Holland Town Board approve the request by Tyler Biederwolf for a minor land division to divide 5.00 acres from parcel 59006066290, and to approve the request by Tyler Biederwolf for a conditional use permit to construct a single-family residence on the proposed 5.00-acre parcel.

The Plan Commission recommends that Holland Town Board approval of the minor land division is contingent upon:

- a. Receipt of a signed and recordable certified survey map that matches the draft map submitted with the application to include required language per Holland Town Code Chapter 220-15F.

Approval of the conditional use permit request is contingent upon:

- a. Holland Town Board and Village of Cedar Grove approval of the certified survey map submitted with the application, and upon that certified survey map being approved and executed by Sheboygan County.

Let these minutes show that the Plan Commission informed the applicant that the standard conditions of a conditional use permit for a single-family residence will apply, including the

requirement that construction of the single-family residence must begin within 3 years of the execution of this permit and that the Plan Commission may consider granting a one-year extension for this condition.

The motion carried by unanimous roll call vote.

16. Request by Jon Voskuil for a rezoning and conditional use permit:

Motion by Matt Teunissen, seconded by Roy Teunissen, to recommend that the Holland Town Board approve the request for a rezoning of 1.73 acres of N735 County Road LL (parcel 59006066883) from A-5 to B-1, and to approve the request for a conditional use permit to operate a repair services business as documented within the plan of operations and site plan submitted with the application, contingent upon:

- a. Approval of the conditional use permit is contingent upon Holland Town Board approval of the rezoning request.
- b. Written evidence provided to the Town Clerk-Treasurer within 5 business days of the applicant's receipt of notice of this contingency showing that the existing structure proposed for use by the business has been submitted to the state building inspector of Wisconsin Department of Safety and Professional Services for review and approval of the structure to be used for commercial purposes.
- c. Written evidence of full approval of the existing structure proposed for use by the business to be used for commercial purposes by the state building inspector of Wisconsin Department of Safety and Professional Services.

The motion carried by roll call vote. Roy Teunissen: Y; Matt Teunissen: Y; Jack Stokdyk: N; Craig Droppers: Y; Bryan Kaiser: Y; David Huenink: Y.

17. Request by Kevin Claerbaut of CG Services and Holland Landscape Supply for a conditional use permit amendment:

Motion by Roy Teunissen, seconded by Craig Droppers, to table to the request by Kevin Claerbaut for a conditional use permit amendment until the application requirements are met, to include:

- a. Full payment of the application fee.
- b. Written evidence of full approval of the existing structure proposed for use by the business, labeled "Landscape Supply Retail Store" on the site plan submitted with the application to be used for commercial purposes by the state building inspector of Wisconsin Department of Safety and Professional Services.

The motion carried by unanimous voice vote.

18. Request by Thomas and Jody Kaat for a minor land division and rezonings:

Motion by Jack Stokdyk, seconded by Bryan Kaiser, to recommend that the Holland Town Board approve the request for a minor land division as shown on the draft certified survey map submitted with the application, contingent upon Holland Town Board approval of the rezoning requests, and the request to rezone N754 County Road KW (parcel 59006067361) from A-5 to A-1-S, 3.54 acres of parcel 59006067635 from A-1 to A-1-S, and 20.00 acres of parcel 59006067180 from A-1 to A-PR.

The Plan Commission recommends that Holland Town Board approval is also contingent upon:

- a. Receipt of a signed and recordable certified survey map that matches the draft map submitted with the application to include required language per Holland Town Code Chapter 220-15F.
- b. Holland Town Board approval of the certified survey map submitted with the application, and upon that certified survey map being approved and executed by Sheboygan County.
- c. Completion of the boundary line adjustment by Sheboygan County as shown on the merger concept document prepared by the surveyor and submitted with the application labeled "Draft 2" prior to recording of the certified survey map.

The motion carried by unanimous roll call vote. Matt Teunissen: Y; Roy Teunissen: Y; David Huenink: Y; Bryan Kaiser: Y; Craig Droppers: Y; Jack Stokdyk: Y.

19. Request by Kurt and Carrie Kraus for a minor land division and rezonings:

Motion by Roy Tenissen, seconded by Bryan Kaiser, to recommend that the Holland Town Board approve the request for a minor land division as shown on the draft certified survey map submitted with the application, contingent upon Holland Town Board approval of the rezoning requests, and the request to rezone N734 County Road KW (parcel 59006067364) from A-5 to A-1-S, 3.46 acres of parcel 59006067635 from A-1 to A-1-S, and 20.00 acres of parcel 59006067180 from A-1 to A-PR.

The Plan Commission recommends that Holland Town Board approval is also contingent upon:

- a. Receipt of a signed and recordable certified survey map that matches the draft map submitted with the application to include required language per Holland Town Code Chapter 220-15F.
- b. Holland Town Board approval of the certified survey map submitted with the application, and upon that certified survey map being approved and executed by Sheboygan County.
- c. Completion of the boundary line adjustment by Sheboygan County as shown on the merger concept document prepared by the surveyor and submitted with the application labeled "Draft 2" prior to recording of the certified survey map.

The motion carried by unanimous roll call vote.

20. Town Agreement for a Temporary Permit to Allow an Accessory Building on a Parcel Without a Dwelling Present for Thomas and Janet McMullen:

Motion by Jack Stokdyk, seconded by Bryan Kaiser, to approve the Town Agreement for a Temporary Permit to Allow an Accessory Building on a Parcel Without a Dwelling Present for Thomas and Janet McMullen as presented during the May 6, 2024 Plan Commission meeting; the motion carried by unanimous voice vote.

21. Changes to the Land Division and Zoning Ordinances:

The Plan Commission reviewed draft ordinances proposing changes to the Land Division and Zoning Ordinances.

22. Ongoing issues:

- a. Applications being processed:

(1) Thomas and Janet McMullen Town agreement. Restrictive covenant pending assignment of new parcel numbers by Sheboygan County.

- a. Conditional use permit (CUP) condition compliance - Scott Soerens of Pushing Perfection Concrete and Construction LLC:

A certified letter was sent to Scott Soerens providing a May 1, 2024 deadline to get the

property at W3070 Hoytink Road cleaned up to regain compliance with conditions of the CUP for the property. An effort to clean up debris has not been observed as of the May 6, 2024 Plan Commission meeting. Scott was not present at the May 6, 2024 Plan Commission meeting to discuss progress on cleaning up the property. A certified letter will be sent to Scott Soerens to confirm that the Town inspected the property at W3070 Hoytink Road on February 26, 2024 as scheduled to determine CUP condition compliance and of Scott's requirement to attend the next regularly scheduled Plan Commission meeting. If the property owner cannot attend the meeting and/or does not provide evidence that action is being taken to gain compliance with the conditions of the CUP, the Plan Commission will begin the process of revoking the CUP.

23. Public input:

None.

24. Review/approve attendance records for previous meeting:

Motion by Roy Teunissen, seconded by Bryan Kaiser, to approve the attendance records as presented; the motion carried by unanimous voice vote.

25. Adjourn:

Motion Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 9:51PM; the motion carried by unanimous voice vote.